

NOTICE TO CONTRACTORS

SINGLE PROJECTS or MULTIPLE PROJECTS

SPECIFIER S NOTE: Insert wording, numbers, etc. as appropriate where [italics in parenthesis] are shown throughout this specification section. Italicized words are used for directions to the specifier and should be filled in. Blue colored text are Notes to Specifier and should be completely deleted from the final text. Red colored text is used for items to be modified. Maintain footer notation in italics with the current version used (e.g. TGNotice v00.04). Insert Project Coordinator s initials lower left of footer.

SPECIFIER NOTES: Provide a copy of the NOTICE TO CONTRACTORS on an additional 3-1/2" diskette in WordPerfect 6 or higher format.

SPECIFIER NOTES: Add this section for all projects.

NOTICE TO CONTRACTORS

SEALED PROPOSALS will be received at the Division of Public Works, fourth floor of the Kalanimoku Building, Room 426, 1151 Punchbowl Street, Honolulu, Hawaii, [for projects on the neighbor islands add the appropriate wording or at the ...]

SPECIFIER NOTES:

For Projects on Maui, Molokai & Lanai add:

[or at the Maui District Office, Department of Accounting and General Services, 755 Mua Street, Kahului, Maui]

For Projects on Hawaii add:

[or at the Hawaii District Office, Department of Accounting and General Services, State Office Building Basement, 75 Aupuni Street, Hilo, Hawaii.]

For Projects on Kauai add:

[or at the Kauai District Office, Department of Accounting and General Services, Circuit Court Building, Basement Room 204, Lihue, Kauai.]

End District Office Paragraphs

up to 2:00 p.m. [Day, Month, Date, Year] for:
[Project Name]
[Project Description]
DAGS Job No. [00-00-0000]

SPECIFIER S NOTE: For multiple projects, list the project information separately

Project A [Project Name]
[Project Description]
DAGS Job No. [00-00-0000]

Project B [Project Name]
[Project Description]
DAGS Job No. [00-00-0000]

**END MULTIPLE PROJECT
PARAGRAPH**

and will then and there be publicly opened and read aloud.

SPECIFIER S NOTE: Insert description paragraph only when tile may be misleading

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Job No. [00-00-0000]

and needs further clarification.

The work shall generally consist of *[insert brief description]*

SPECIFIER S NOTE: *Add one of the pre-bid conference paragraphs as applicable to your project when the facility is a hospital, correctional center or other complex that is sensitive to mass visitation or where Bidders will need protection and/or special instructions. Insert the appropriate Date, Time and Description of Location. Prepare a CAUTION note announcing the pre-bid conference and walkthrough, which will be attached to the specifications.*

OPTION 1

A pre-bid conference and walkthrough of the jobsite will be held promptly at *[TIME, DATE]*. Interested Bidders shall meet at *[BRIEF DESCRIPTION OF THE LOCATION]*. No other time for site inspection will be scheduled or allowed.

OR,

OPTION 2

A pre-bid conference and walkthrough of the project area will be held promptly at *[TIME, DATE]*. Interested Bidders shall meet at *[BRIEF DESCRIPTION OF THE LOCATION]*. No other time for inspection will be scheduled or allowed. Each Bidder shall bring its own proper protective clothing, face mask, flashlight and small tools that may be required to inspect the premises. Each Bidder shall take their own asbestos samples to ascertain its composition and thickness to confirm the character, complexity and amount of work required.

Drawings and specifications may be examined at or **obtained** from the office(s) listed above.

**END PRE-BID CONFERENCE
PARAGRAPH**

SPECIFIER S NOTE: *If there are no applicable products available, delete this paragraph.*

Above job is subject to preference for Hawaii Products established by Section 103D, Hawaii Revised Statutes. The Hawaii Products List may be examined at the State Procurement Office.

End HPL paragraph

SPECIFIER S NOTE: *Fill in the estimated cost range*

The estimated construction cost is *[between \$25,000 - \$50,000]*.

between \$25,000 - \$50,000

between \$50,000 - \$100,000

between \$100,000 - \$250,000

between \$250,000 - \$500,000

between \$500,000 - \$1 million

between \$1 million - \$5 million

between \$5 million - \$10 million

over \$10 million

End Cost Range Paragraph

SPECIFIER S NOTE: *Provide five line spacing for DAGS to insert information*

Refer to **GENERAL NOTICE for Department of Accounting and General Services,**

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Job No. *[00-00-0000]*

Division of Public Works Projects for additional information.

[Comptroller s Name]
COMPTROLLER
State of Hawaii

SPECIFIER S NOTE: Start GENERAL NOTICE Paragraph on a new page

**GENERAL NOTICE for
Department of Accounting and General Services
Division of Public Works Projects**

A written notice of intention to bid must be submitted for bids of \$25,000 or more and received by the office indicated in the NOTICE TO CONTRACTORS no later than **2:00 p.m.** on the 10th calendar day prior to the opening of bids. If the 10th calendar day prior to the day designated for opening bids is a Saturday, Sunday or legal holiday, then the written notice must be received by the State no later than **2:00 p.m.** on the last working day immediately prior to the Saturday, Sunday, or legal State holiday.

Submittal of **INTENTION TO BID** via FAX is acceptable **only** to the Oahu office. The Oahu FAX No. is (808) 586-0521.

Valid tax clearance certificates from the State of Hawaii Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) are required for all bids of \$25,000 or more. The required tax clearance certificate **must** be filed along with the Bidder s proposal. Special Letters , as described in Section 2.1.2 of the INTERIM GENERAL CONDITIONS, are acceptable in lieu of a tax clearance certificate.

Failure to submit the required tax certificate or Special Letter will be sufficient grounds for the State to refuse to receive or consider the prospective Bidder s proposal.

The Bidder is cautioned that possession of appropriate license(s) to bid on the project may not be sufficient to perform the work. All Bidders must be sure that they possess, and that the subcontractor(s) listed in their proposal possess, all the necessary specialty licenses needed to perform the Work for this project. The Bidder shall be solely responsible for assuring that all the specialty licenses required to perform the work are covered in its Bid.

Bid results will be posted on the bulletin board outside Room 422, Kalanimoku Building, 1151 Punchbowl Street, Honolulu, Hawaii.

The Contract Award will be posted in Room 422, Kalanimoku Building, 1151 Punchbowl Street, Honolulu, Hawaii.

END NOTICE TO CONTRACTORS

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